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Thomas J. Sadowski
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Division of Accounting
DATE: March 27, 2007
RE: New Vendor Add Requests

Due to the increased incidence of fraud and identity theft, OA/Division of Accounting will require all requests for changes to existing vendors or the addition of new vendors to the SAM II vendor file be submitted on a Vendor Input Form. This form must be completed and signed by an authorized representative of the vendor. This process will replace the current method of submitting VEN2 and VEN3 proxy screens via the ad hoc routing process to the OK100 (Vendor Request) mailbox effective July 1, 2007.

The current version of the Vendor Input Form is located at <http://www.oa.mo.gov/acct/>. The form and associated instructions are located on the right side of the screen, under the heading FORMS. We are working on revising the Vendor Input Form to reflect these changes and hope to have the revision complete and posted prior to July 1, 2007. This requirement should not affect vendors that are set up and paid from an agency's internal legacy system only.

We appreciate all the hard work agency personnel spend ensuring the SAM II vendor file is as accurate as possible. We request continued support obtaining updated information from vendors. Please fax completed Vendor Input Forms to OA/Division of Accounting at (573) 526-9813.

If you have any questions, please contact Becky Masters at (573) 751-4923 or Michelle Giboney at (573) 751-4151.